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MINUTESCIA RETIREMENT BOARD MEETING

1:00 p.m., 1 April 1965

PRESENT: Mr. Emmett D. Echols

- Chairman

- DDP Member

- DDP Member

- DDP Member

- DDI Member

- DDI Member

- DDS&T Member

- DDS Member

- DDS Member

- Legal Adviser

- Technical Adviser

- Finance Adviser

- Recording Secretary

- Recording Secretary

- Executive Secretary

1. The minutes of the last meeting of the Board were reviewed and the Chairman asked for comments concerning any suggested changes. There were no major corrections or deletions.

The Chairman asked the Board's views as to the need for preparing the minutes in extensive detail. It was generally agreed that a great deal less detail was required and that the main purpose of the minutes should be to provide a record of decisions made, actions taken or contemplated, and perhaps elaboration on important issues.

2. The Chairman asked for the Board's views on the question of designating as a participant in the CIA retirement system an employee who at the time of the initial screening of on-duty employees to identify those eligible for such designation was found to have served a full career in the sense of attaining eligibility for optional retirement under the Civil Service retirement system. After reviewing various statistics and five sample cases, the Chairman presented the following resolution:

That any Agency employee who meets the qualifications for designation as a Participant in the CIA Retirement and Disability System may be so designated without regard to the fact that he may be currently eligible for retirement under the Civil Service retirement system.

This resolution was approved by the Board with one opposing vote. The Chairman stated that he would present this policy for formal approval of the Director if necessary to do so.

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3. The Chairman requested a final review by the Board of proposed Form 3100, Nomination and Designation of Participant, and the accompanying instruction sheet.

a. The question was asked as to whether it would be necessary to list all qualifying service under Section B, Item 1, for employees who had more than the required minimum of sixty months, or would it be sufficient to record sixty months of qualifying service. Discussion brought out the point that it would require extensive research of various retired records to provide a complete listing in all cases. It was agreed that it would be advisable for future statistical purposes to list those periods of qualifying service in excess of five years which could be established from readily accessible records but that an exhaustive search should not be made simply to provide a complete listing. It was also agreed that TDY periods would be listed only if such time was needed to establish the fact that an employee had performed the minimum amount of qualifying service.

b. It was agreed that the following additional changes would be made in the proposed form before it was forwarded to the printer:

(1) Remove the requirement in Section B, Item 4, for submission of a copy of a travel order, and substitute the requirement for a statement certifying that the employee is under orders to serve in an assignment requiring qualifying service.

(2) Delete the last sentence of Section C, Item 1.

The Chairman also requested a final review of the proposed explanatory memorandum transmitting initial rosters to the Heads of Career Services for their identification of employees to be nominated for designation as participants. There was no objection offered to the Chairman's proposal that these rosters be forwarded as soon as possible. The proposed memorandum was accepted with the understanding that insertions would be made to cover the following points:

(1) Employees who are eligible for Civil Service retirement should not be excluded from consideration to be designated.

(2) Until definite guidelines have been established as to the kinds of service in the United States which will constitute qualifying service, the Board will consider only those cases based on qualifying service in assignments overseas. However, the Board will consider any exceptional or urgent case involving qualifying service in the United States.

(3) The Application for Membership in the Career Staff signed by employees in prior years will be accepted in lieu of the new "Service Agreement" for a nominee who has over 15 years of Agency service or who is unavailable to sign the new Agreement. In general, the new "Service Agreement" should be reserved for nominees with less than 15 years of Agency service.

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4. The Chairman read into the record the following prepared statement presented by [REDACTED] with regard to the need to inform Agency employees of the provisions of both the CIA and the Civil Service retirement systems:

"Through inquiry directed to a number of senior officers, it is reasonable to conclude that many of our personnel are not sufficiently conversant with the provisions of the existing Civil Service retirement system, let alone the new CIA Retirement System. Certainly they cannot know how the systems relate to each other.

"I would suggest therefore that a discursive pamphlet on the entire subject be prepared and distributed at the time the applications for the CIA System are tendered. One aspect should be given special attention; i.e., the fact that involuntary separation is prerogative of the Director, entirely separate and apart from retirement annuities, separation allowances or other benefits. It should be emphasized that the Director's exercise of involuntary retirement prerogatives is not affected one way or another by the addition of the new system.

"This paper should not be couched in legal or in governmental terms but should be written in such flowing style that it will be read and understood by those who cannot be afforded concurrent oral briefing."

The Chairman endorsed this proposal and stated that such an undertaking would be a difficult task, but that he considered it one of the major immediate tasks to be accomplished.

5. The Chairman reviewed the question of options available to an employee in respect to designation as a participant. Does an eligible employee have an option to be designated or not designated, and if designated, does he have an option after completing 15 years of Agency service to remain a participant or not to remain a participant?

a. Following discussion of the first part of this question, i.e., option to be designated or not to be designated, it was concluded that such an option was not intended or contemplated and would not be extended in the administration of the CIA retirement system.

b. Following discussion of the second part of this question, i.e., option to remain or not to remain a participant after 15 years of Agency service, it was concluded that such an option should be available: a participant who completes 15 years of Agency service may elect at that time whether he shall remain in the system for the duration of his Agency employment or not. It was further concluded that this option must be exercised by the participant when he has completed his 15th year of service and not at some later time and that he does not have the privilege of changing his election. However, it was agreed that an employee who is a participant but who is also eligible for retirement under some other system may apply, at the time of retirement, for transfer to such other system in order to obtain a greater benefit.

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25X1A9a 6. The Chairman presented the question of whether or not Career Agents were to be considered eligible for designation as participants if they met all of the criteria. [REDACTED] stated that he would prefer to defer this question for about 60 days because of other consideration now being given to this category of personnel. The Chairman put this request in the form of a motion which was seconded and unanimously approved.

7. The Chairman discussed the matter of approvals which would be required to effect changes in the draft regulation [REDACTED]. He stated that the Legal 25X1A Adviser had indicated that for technical reasons no changes could be made at the moment. He also suggested that the regulation submitted for final approval and authentication by the Director of Central Intelligence should be identical in every respect to the draft approved by the several external reviewing authorities. It was generally agreed that even though there were possible ambiguities in the draft, the regulation provided sufficient flexibility and that the question of making clarifying changes was no longer a matter of issue.

25X1A9a 8. [REDACTED] presented to the Chairman a rewrite of the text of the proposed "Service Agreement" for consideration at the next meeting of the Board.

9. It was agreed that the next meeting of the Board would be at 2:00 p.m. on Thursday, 8 April 1965.

10. The meeting adjourned at 4:30 p.m.

[REDACTED] 25X1A9a
Executive Secretary

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